



**INFORMATION TECHNOLOGY SYSTEMS**

956 20th Street  
 Ogden, UT 84401  
 Fax: 801.737.8811

If you have questions, please call or E-mail the Help Desk at 801-737-8849 or [HelpDesk@ogdensd.org](mailto:HelpDesk@ogdensd.org)

Please choose Action:  
 New User  
 Delete User  
 Change Permissions

**SIS/COGNOS Adult Application**

Building/Office: \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Password \_\_\_\_\_  
 (Must be at least 8 characters – letters and numbers)

Signature \_\_\_\_\_  
 (By signing you agree to abide by the rules of the Acceptable Use Policy.)

**FOR ADMINISTRATOR USE ONLY**  
**Assignments, Positions or Duties**

District Offices	Secondary/Elementary Schools	Other
Superintendent	Principal	Americorp
Asst Superintendent	Asst Principal	Specialist - Specify:
Executive Director	Admin Secretary	Fed Grants
Director	Secretary	Gang Prevention
Coordinator	Financial/Bookstore	Inst Coach
Administrator	Media Specialist	PBIS Behavior
Supervisor	Registrar	Attendance Tracker
Administrative Asst	Counselor	Community Liaison
Secretary	Teacher	CROSS
Clerk	Spec Ed Teacher	TRIO
SS Team Member	Site Tech	
S/H Pathologist	Food Service	Other: Please Identify
Psychologist	Maintenance	
Therapist	Resource Office	
Nurse	ALS Coordinator	
Maintenance	ROTC	
Technology		
Staff Assistant - Please specify:	Staff Assistant - Please specify:	

Yes  No **Grant an SIS account**       Yes  No **Grant a COGNOS Account**

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*\*Administrator, your signature authorizes these rights and you agree to accept all the implications of FERPA associated with those rights.*

**FOR ITS OFFICE USE ONLY**

SIS Account \_\_\_\_\_ Web Rights \_\_\_\_\_  
 Desktop Rights \_\_\_\_\_ COGNOS \_\_\_\_\_